

COLLATERAL DUTY OFFICER SAFETY OFFICER (CDSO) CHECKLIST

1-1. PURPOSE

The purpose of this checklist is:

- a. To assist collateral duty safety officers/NCO (CDSO) with standardizing their organization monthly safety inspection.
- b. To give commanders a tool to measure safety compliance within their unit.
- c. To eliminate confusion in establishing a safe working environment for all assigned personnel.

1-2. SCOPE

This checklist was developed as a tool to be used at organizational level as a means of identifying unsafe working conditions at the earliest opportunity. The checklist is organized from the point of an external evaluation. When used properly on a monthly basis, this checklist will allow organizations to undergo external evaluations with minimal findings.

SECTION I - ADMINISTRATION

YES NO NA

☐ ☐ ☐ a. Are Collateral Duty Safety Officer/NCO (CDSO) appointment orders on file?

☐ ☐ ☐ b. Have all appointed CDSOs attended training on hazard identification and abatement taught by a safety professional or contractor?

☐ ☐ ☐ c. Is there a copy of appointment orders at the installation safety office for CDSOs at Bn or higher and at Bn for companies/detachments?

☐ ☐ ☐ d. Are safety responsibilities given the required priority by unit commander?

☐ ☐ ☐ e. Is there a written commander's safety SOP located in all work areas?

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- ☐ ☐ ☐ f. Is there an inventory of all chemicals used in the work place?
- ☐ ☐ ☐ g. Are material safety data sheets available for all chemicals on hand?
- ☐ ☐ ☐ h. Have all employees received training on the hazards associated with each chemical on hand and the use of material safety data sheets?
- ☐ ☐ ☐ i. Are all work orders with safety implications routed through the safety office to receive a risk assessment code before being sent to Facility Engineers?
- ☐ ☐ ☐ j. Are areas that expose personnel to hazards due to malfunctioning equipment or damaged facilities placed off limits until repaired?
- ☐ ☐ ☐ k. Is there a tracking log that lists all service orders by date, location and RAC?
- ☐ ☐ ☐ l. Are Form 19, Notice of unsafe working condition being posted near site of hazard by a representative of installation safety office?
- ☐ ☐ ☐ m. have all personnel work stations been evaluated IAW local office ergonomics program?
- ☐ ☐ ☐ n. Are all accidents being tracked to determine recurring trends and countermeasures regardless of severity?
- ☐ ☐ ☐ o. Is there a copy of all DA Form 285, 285-AB-R (AGAR) kept on file at unit generating report?
- ☐ ☐ ☐ p. Are all accident forms being checked for completeness and accuracy by CDSO?
- ☐ ☐ ☐ q. Are AGAR forms being completed using the AGAR preparation manual?

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- ☐ ☐ ☐ r. Are accidents involving equipment being submitted with an estimated cost of damages. (ECOD)?
- ☐ ☐ ☐ s. Are all AGARs and locally produced accident forms being completed with copy furnished to installation or branch safety office.
- ☐ ☐ ☐ t. Are copies of FM 100-14 (Risk Management) made available to all members of leadership and in positions of supervision?
- ☐ ☐ ☐ u. Are all risk assessments done to standards of FM 100-14?
- ☐ ☐ ☐ v. Are safety briefings being conducted on a regular basis for operational and seasonal hazards?
- ☐ ☐ ☐ x. Are vehicle safety inspections being conducted by knowledgeable personnel to ensure soldier safety on and off the job?
- ☐ ☐ ☐ y. Are chemicals stored in the proper containers with original labels or locally produced replacement labels stating contents and hazard?
- ☐ ☐ ☐ z. Is there personal protective equipment available for use with chemicals requiring such protection?
- ☐ ☐ ☐ aa. Is there a record of all assigned motorcycle operators and date of motorcycle safety course?
- ☐ ☐ ☐ bb. Are motorcycle operators offered safety training at no cost to the individual?
- ☐ ☐ ☐ cc. Is there use of bicycle safety helmets mandatory for all personnel who ride bicycles?

SECTION II - INSPECTIONS

YES NO NA

☐ ☐ ☐ aa. Are walkways leading to building/facility entrance free from obstructions, such as over hanging branches from trees and shrubbery?

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☐ ☐ ☐ bb. Are walkways free of damaged areas that have the potential to cause trips or falls?

☐ ☐ ☐ cc. Are stairs at entrance to building free of obstructions with non-skid treading and in good repair?

☐ ☐ ☐ dd. Are fire lights present and complete as originally designed?

☐ ☐ ☐ ee. Are entrance doors working properly and have all hardware in place and
functioning as designed?

☐ ☐ ☐ f.f Are threshold plates flush and secured with proper hardware?

☐ ☐ ☐ gg. Are exit signs clearly visible by means of building lights or internal light source?

☐ ☐ ☐ hh. Are all floor, and passageways clear of all obstructions and in good repair?

☐ ☐ ☐ ii. Are broken, cracked or splintered furniture taken out of service until repaired?

☐ ☐ ☐ jj. Are all electrical circuit breaker boxes assessable (not blocked by obstructions) and all breakers identified as to what they control?

☐ ☐ ☐ kk. Are all electrical outlet and light switch covers in good repair and prevent contact with electrical wiring contained within?

☐ ☐ ☐ ll. Are any extension cords being used as permanent wiring (not surge protectors)to power permanent equipment?

☐ ☐ ☐ mm. Are any extension cords being routed through doorways, walls, ceilings to provide power to areas with no electrical outlets?

☐ ☐ ☐ nn. Are any electrical appliances/equipment missing manufacturers ground prongs at plugs?

☐ ☐ ☐ oo. Is there any equipment that has been classified unserviceable missing tags that prevent use by personnel?

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☐ ☐ ☐ pp. Have all over head storage areas and lofts been load tested by a structural engineer and authorized load stenciled in a conspicuous location?

☐ ☐ ☐ qq. Are all lifting devices (slings, jacks, jack stands, ramps, cranes) inspected annually or when repaired and stenciled to indicate the next inspection due?

☐ ☐ ☐ rr. Are all electrical cords free of deterioration, splices and damage?

☐ ☐ ☐ ss. Are all emergency lights operable and tested monthly?

☐ ☐ ☐ tt. Do all light fixtures located near a water source have moisture proof covers?

☐ ☐ ☐ uu. Are electrical outlets located in latrines on a ground fault circuit interrupter (GFCI) ?

☐ ☐ ☐ vv. Are there service orders submitted for all electrical controls damaged with exposed wiring?

☐ ☐ ☐ ww. Are clothes dryers spaced from wall to prevent crushing of exhaust hose?

☐ ☐ ☐ xx. Are electrical cords for dryers and washers in good condition?

☐ ☐ ☐ yy. Are floor drains free flowing with no water accumulated on walking surfaces?

SECTION III FIRE PROTECTION

YES NO NA

☐ ☐ ☐ 1. Are all gasoline operated equipment completely drained of fuel before storage inside of occupied buildings?

☐ ☐ ☐ 2. Are flammable and combustible liquids and materials stored in approved flammable cabinets or buildings?

☐ ☐ ☐ 3. Are personnel required to handle flammable instructed on the proper safeguards of their use?

☐ ☐ ☐ 4. Are compressed gas cylinders stored in an upright position and secured to a fixed structure with chain, rope, wire rope or some form of restraint that prevents movement?

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☐ ☐ ☐ 5. Are approved solvents (not gasoline or diesel) used for parts cleaning?

☐ ☐ ☐ 6. Are rags that are soiled with petroleum products stored in a properly marked and closed container?

☐ ☐ ☐ 7. Is smoking restricted to designated areas and (NO SMOKING) signs posted in conspicuous locations?

☐ ☐ ☐ 8. Are oxygen and acetylene cylinders stored in an upright position properly secured and separated by a minimum of 20 feet?

☐ ☐ ☐ 9. Are paper and debris discarded in proper containers to eliminate potential fuel source in case of fire?

☐ ☐ ☐ 10. Are cigarettes stubs discarded in fire resistant containers and emptied on a regular basis after smoldering stubs are verified extinguished?.

☐ ☐ ☐ 11. Are fire extinguishers positioned throughout the organization as directed by fire department?

☐ ☐ ☐ 12. Are parking areas for POL vehicles properly maintained?

☐ ☐ ☐ 13. Are POL vehicles marked 'NO SMOKING' within 50 feet?

☐ ☐ ☐ 14. Are POL vehicles parked a minimum of 10 feet from each other and 50 feet from any building?

☐ ☐ ☐ 15. Are fire extinguishers available and serviceable in POL vehicle parking area?

☐ ☐ ☐ 16. Are contents of POL tanks properly marked for easy identification?

☐ ☐ ☐ 17. Are dispensing units serviceable and free of leaks?

☐ ☐ ☐ 18. Are fuel handlers and maintenance personnel relieved of matches and lighters prior to entering POL storage areas?

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SECTION IV VEHICLE MAINTENANCE

YES NO NA

☐ ☐ ☐ 1. Are special activities such as painting, welding, etc.; isolated from main work areas?

☐ ☐ ☐ 2. Is adequate ventilation provided to prevent accumulation of flammable or injurious vapor and gases?

☐ ☐ ☐ 3. Are floors kept clean and free of oil, grease, gasoline, water, and other hazardous or slippery substances?

☐ ☐ ☐ 4. Are spill response kits provided to clean up hazardous substances?

☐ ☐ ☐ 5. Do personnel performing hazardous operations (cutting welding, grinding) have the proper personnel protective equipment for that task?

☐ ☐ ☐ 6. Are portable guardrails placed around grease or repair pits when not in use?

☐ ☐ ☐ 7. Are pits cleaned regularly with soap and water or caustic solution?

☐ ☐ ☐ 8. Are tool kits periodically inspected and unserviceable tools replaced?

☐ ☐ ☐ 9. Are extension cords inspected periodically for deterioration due to contact with grease and solubles?

☐ ☐ ☐ 10. Are personnel prohibited from routing electrical extension cords across floors of work areas?

☐ ☐ ☐ 11. Are gas tanks and other fuel containers removed from vehicles, drained, steamed and filled with water before welding or heat producing operations are conducted?

☐ ☐ ☐ 12. Are shop entrances clearly identified and clear of obstructions?

☐ ☐ ☐ 13. Are personnel made aware of safe loads for ropes, chains or cables used for lifting operations?

☐ ☐ ☐ 14. Are all lifting devices inspected and tagged to indicate serviceability?

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☐ ☐ ☐ 15. Are MSDs available and easily accessible to personnel utilizing solvents or chemicals in and around maintenance areas?

☐ ☐ ☐ 16. Are solvent tanks equipped with self closing lids or fusible links?

☐ ☐ ☐ 17. Are solvent tank lids kept closed when not in use?

☐ ☐ ☐ 18. Are all air hoses used for cleaning purposes equipped with defusers to prevent injury to users?

☐ ☐ ☐ 19. Are rags that are soiled with petroleum products stored in a properly marked and closed container?

☐ ☐ ☐ 20. Are all tools within tool room inspected and unserviceable tools removed and tagged to prevent use?

☐ ☐ ☐ 21. Are emergency eyewash or deluge showers located near work areas with the potential for personnel to be contaminated in eyes or on body?

☐ ☐ ☐ 22. Are all emergency eyewash systems flushed on a weekly basis and a log maintained near eyewash?

☐ ☐ ☐ 23. If portable eyewash is used, is solution changed IAW manufacturers recommendations (use of expired solution will cause eye infections)?

3 The preceding checklist was not developed to be all encompassing but, rather as a tool to give the collateral duty safety personnel a guide to understand their duties.

4. This checklist may be supplemented with any local inspection requirements as deemed appropriate by local safety office.